



## EMPLOYMENT OPPORTUNITY: Buyer



**SUMMARY:** City of Wylie (pop. 44,000) seeks a Buyer, a new entry-level position, for our award-winning city. Located outside of Dallas, Texas between the cities of Plano and Rockwall, we strive to be an employer of choice with outstanding benefits and a professional working environment. The City of Wylie was recognized in 2005 and 2014 by the Dallas Business Journal as one of the top “Best Places to Work” in D/FW and received the #19 out of 100 ranking for “Best Places to Work” by the Dallas Morning News in November of 2011.

**Department:** Purchasing/Finance  
**Salary:** Starting at \$18.21 per hour + benefits

**Full Time:** Yes, Non-Exempt  
**Closing Date:** Open until filled

### **JOB SUMMARY:**

Under the direct supervision of the Purchasing Agent, the Buyer will communicate with assigned departments and vendors, source product and service requests in compliance with all State/Federal/local laws and city policies. Position responsibilities also include researching purchasing options including existing contracts, tracking of insurance certificates for annual agreements, requisition entering for departments requiring assistance, fulfilling vendor W9 and tax exempt certificates, developing specifications, providing additional purchasing resources during long-term Emergency Operations Center (EOC) activations, and providing general back-up support for the Purchasing Agent. Other duties may include special projects as needed.

### **MANDATORY EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:**

1. Texas driver's license, position may require travel between City of Wylie locations.
2. Minimum of one year of procurement experience (public procurement preferred) plus two years of college, or equivalent combination of education and experience.
3. Strong verbal, written, and customer service skills.
4. Maintain work and desk-top organization, while prioritizing and successfully meeting deadlines.
5. Perform under deadlines and pressure; and follow through on details.
6. Strong computer skills using MS Office Suite 2010 and Internet search engines.

**Only those candidates who meet all six requirements will be considered for this Buyer position.**

**TO APPLY:** Please submit an application, detailed cover letter and resume. Visit our website at [www.wylietexas.gov](http://www.wylietexas.gov) to print an application. Mail or hand-deliver your application: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. You may email your application to: [jobs@wylietexas.gov](mailto:jobs@wylietexas.gov) If you have questions or would like additional information, please call 972-516-6040.

This description is not meant to be all-inclusive of tasks that may be required to be performed on an irregular basis; nor is it intended to be an exhaustive list of all duties and skills that may be required.